

OTE No. 85-5079

13 JAN 1986

MEMORANDUM FOR: Executive Director

VIA: Deputy Director for Administration
Administrative Officer, DCI

FROM:
Director of Training and Education

SUBJECT: Request for Approval to Incur Expenses

STAT

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1. Approval is requested to incur expenses

STAT

2. I believe the expenditure of appropriate funds is authorized under for the costs for (luncheon and coffee & donuts) on 10 January 1986 for the purpose of a working luncheon as part of OTE's Conference of the Evaluation Panel on Training of DI Branch Chiefs.

STAT

3. Designated Officials (guests) present including their grade, title, and organization affiliation:

Richard Betts, Brookings Institute
Robert Dorn, Center for Creative Leadership
Robert Jervis, Columbia University

4. Designated Agency Official (host) present including their grade, title, and organizational affiliation:

John Helgerson, ADDI, SIS-4
 D/OTE, SIS-4

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5. Other guests present including their grade, title, and organizational affiliation:

Helene Boatner, D/MPS, SIS-4

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SUBJECT: Request for Approval to Incur Expenses under

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6. I certify that the attendance of the individuals listed in paragraphs 4 and 5 is considered essential to the conduct of official Government business and, further, that the function will facilitate the accomplishment of the DCI's duties and responsibilities.

7. The cost for this function is \$200.00.

STAT

Attachment

CONCUR:

STAT

Deputy Director for Administration

Date

8 JAN
1986

In office & counts only & lunch of 3 guests.
I certify the availability of funds in the amount indicated in paragraph 7.

Budget and Fiscal Officer, DCI

Date

1/9/86

STAT

APPROVED:

Executive Director

Date

9 Jan 86

per above amended request

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SUBJECT: Request for Approval to Incur Expenses under

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6. I certify that the attendance of the individuals listed in paragraphs 4 and 5 is considered essential to the conduct of official Government business and, further, that the function will facilitate the accomplishment of the DCI's duties and responsibilities.

7. The cost for this function is \$200.00.

STAT

Attachment

CONCUR:

STAT

Deputy Director for Administration

8/19/84

Date

* For coffee & donuts only & lunch for 3 guests.

I certify the availability of funds in the amount indicated in paragraph 7.

Budget and Fiscal Officer, DCI

Date

APPROVED:

Executive Director

Date

OTE/C/AD, (30 December 1985)

STAT

Distribution:

Original & 1 - addressee (please send the original to D/OTE)
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1 - AO/DCI
1 - DCI/B&F
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